



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
39<sup>th</sup> Finance Battalion  
Unit #20193  
APO AE 09165



COMMAND TECHNICAL POLICY #1

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR 39<sup>th</sup> Finance Battalion Soldiers and Civilian Employees

SUBJECT: Processing of Finance Documents for Finance Personnel

1. REFERENCES:

- a. DFAS Minimum Internal Control Standards.
- b. FINCOM Policy Memorandum on High Visibility/Sensitive Accounts.

2. PURPOSE: Establish internal controls over the processing of finance documents for Soldiers assigned to the 39<sup>th</sup> Finance Battalion.

3. APPLICABILITY: This memorandum is applicable to all detachments subordinate to the 39<sup>th</sup> Finance Battalion and will remain in effect until rescinded or superseded.

4. GENERAL: Good internal control procedures are necessary when processing pay documents for finance Soldiers. To prevent waste, fraud, and abuse, the following policies and procedures are established.

5. RESPONSIBILITIES:

a. Battalion Commander:

(1) Appoint one primary and one alternate person, per detachment, to be responsible for inputting all inprocessing-related transactions pertaining to finance personnel.

(2) Appoint one person, per detachment, to be responsible for uploading and verifying 100% of the transactions coded for finance personnel.

(3) Appoint one primary and one alternate person in Military Pay Review to code all pay-related documents pertaining to finance personnel.

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(4) Approve all advance/casual payments for the CSM, the XO, and the detachment commanders.

b. DETACHMENTS:

(1) Forward all pay documents, except inprocessing-related documents, pertaining to finance Soldiers through the detachment commander/sergeant to the Battalion S-1.

(2) Use the unique Finance Input Source Code (FI) that is assigned to your detachment.

(3) Input inprocessing-related transactions for finance personnel on a unique cycle set aside for finance input only and provide Military Pay Review with the unique cycle you use.

(4) Verify 100% of the transactions input for finance personnel. Annotate the date the audit was performed; print and sign the verifiers name on the substantiating document.

(5) Detachment commanders approve advance/casual payments for Soldiers under their command, to include the detachment sergeant and the disbursing agent. You are authorized to delegate this authority down to the detachment sergeant, but not lower.

c. MILITARY PAY REVIEW:

(1) Process all pay documents pertaining to finance Soldiers received from the Battalion S-1 within 2 business days.

(2) Use the unique Input Source Code that is assigned to Military Pay Review.

(3) Input transactions for finance personnel on a unique cycle set aside for finance input only.

(4) NCOIC or OIC will verify 100% of the transactions input for finance personnel. Annotate the date the audit was performed; print and sign the verifier's name on the substantiating document.

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SUBJECT: Processing of Finance Documents for Finance Personnel

6. CONTACT INFORMATION: The proponent for this policy is the Battalion FINOPS,  
DSN 469-7586.



RICK L. TILLOTSON

LTC, FC

Commanding



REPLY TO  
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COMMAND TECHNICAL POLICY #2

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR 39<sup>th</sup> Finance Battalion Soldiers and Civilians

SUBJECT: High Visibility (HV) and Sensitive Account (SA) Maintenance Procedures

1. REFERENCES:

- a. Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 7a, Military Pay and Procedures – Active Duty and Reserve Pay.
- b. DFAS INM 7-1.
- c. FINCOM Policy Memorandum on High Visibility/Sensitive Accounts.

2. PURPOSE: To delineate basic procedures for the maintenance of High Visibility and Sensitive Accounts (HV/SA) to ensure they receive accurate and timely military pay and travel settlement support.

3. APPLICABILITY: These procedures apply to the 39<sup>th</sup> Finance Battalion. Detachment Commanders may expand on the guidance in this memorandum to meet local requirements. No portions of this memorandum may be excluded without my authorization.

4. GENERAL:

- a. At a minimum, HV accounts include the following:
  - (1) General Officers (GOs).
  - (2) Brigade (O6) level Commanders.
  - (3) Chief Warrant Officers 5.
  - (4) Command Sergeants Major assigned to O6 or higher level commands.
- b. At a minimum, sensitive accounts (SA) include the following:
  - (1) Military personnel assigned to a finance unit (regardless of MOS).

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SUBJECT: High Visibility (HV) and Sensitive Account (SA) Maintenance Procedures

(2) Military spouses of finance personnel assigned to your applicable Accounting and Disbursing Station Number (ADSN).

(3) Military spouses of Civilian/Local National employees assigned to the finance unit (with the exception of Non-Appropriated Funds (NAF) personnel assigned to the FINCOM).

(4) Geographically separated finance military spouses assigned to your battalion ADSN when identified to you by the finance office supporting the finance Soldier or finance employee. NOTE: If you are aware that you have a finance Soldier with a geographically separated military spouse, you should contact the applicable finance office so they can give sensitive status to the account in question.

## 5. RESPONSIBILITIES:

### a. Detachments:

(1) Appoint one primary and one alternate VIP representative for each detachment who will maintain individual account files on all HV accounts and make all military pay, travel, and disbursing inputs/transactions using a special input source code (ISC). Controls (i.e., tracking the ISC inputs) will be enacted to ensure these individuals are the only authorized personnel within the battalion making input to the applicable pay accounts. Detachments will audit 100% of all military pay and travel vouchers for HV/SA personnel before uploading for payment or making a manual payment to the individual. The authorized individual conducting the audit will write the date of the audit and print and sign his/her name on the payment document.

(2) All HV accounts will be "flagged" as a Pay Record Accessibility (PRA) account with an indicator of "0" upon inprocessing IAW DFAS INM 7-1 Part One, Para 2-3, j, 7. The intent of using the PRA indicator is to facilitate military pay account tracking and allow for a quarterly rollup to perform an audit/review of each military pay account.

(3) The detachment HV VIP representative will print his/her own copy of every HV End of Month (EOM) Leave and Earnings Statement (LES) and reconcile it with the previous month's LES and a copy of the Defense Military Pay Office (DMO) report for the respective ISC identified for HV account inputs. Any discrepancies will be immediately researched and brought to the attention of the Chief of FINOPS. Retain these LESs for one year.

(4) Each HV account will be reviewed/audited monthly between the 10<sup>th</sup> and 15<sup>th</sup> of the month. The complete Master Military Pay Account (MMPA) and processed transactions screen print (JJAM) of all HV accounts will be reviewed during this process to check for and reconcile unforeseen systemic or other inputs/changes to the account that did not process or processed incorrectly. Pay special attention to the N9 memos

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input by DFAS-IN to ensure their input is accurate, especially their monthly review of taxes for VIP accounts. Take immediate action to resolve any discrepancies by researching and notifying the Battalion FINOPS, who in turn should contact the Field Services Office (FSO) at DSN 699-7870 and/or the General Officer Point of Contact (POC) in Centralized Operations Office (COO) at DSN 699-2253/2793, as necessary. Report any unusual system/technical issues discovered through this process to Finance Operations (FINOPS) for dissemination to the entire battalion.

(5) Offer private in-and-out processing sessions to all VIPs and conduct these sessions as required. Assist the VIPs in completing any required documentation to start/stop station allowances, update necessary pay account information, and complete their travel voucher.

(6) Create a PRA roster to use as a tool to monitor these HV accounts (see enclosure 1). The completed roster will be updated as often as necessary and forwarded to the Battalion FINOPS for oversight. At a minimum, the roster will provide the following information:

(a) Rank, Name, SSN, position, and phone # of individual subject to PRA review/audit.

(b) Rank, Name, SSN, and duty station of any relative(s) involved.

(c) Pay option method (EOM for End of Month only or MM for Mid-month & EOM).

b. Military Pay Review:

(1) Mil Pay Review is responsible for ensuring a quarterly audit of all HV/SAs is conducted by printing the quarterly PRA listing (see enclosure 2) via the offline reporting system, as well as individual audits for personnel who conduct a Permanent Change of Station (PCS) or change duties. PRA reports are available through DJMS subsystem JBTO in Mar, Jun, Sep, and Dec of each year. Upon completion of the audit, route the report and its findings through the command group (FINOPS, CSM, XO) for final certification by me. Conduct all follow-up actions as warranted. The quarterly review will be conducted as follows:

(a) Accounts reflecting a monetary change of less than \$100 or a leave accrual increase of no more than 2.5 days per month require no further action. Annotate No Action Required (NAR) next to each line that falls into this category.

(b) Accounts with a net difference of \$100 or more and/or a leave accrual increase of more than 2.5 days per month, to include any leave or indebtedness cancellations, shall be audited thoroughly. Annotate next to the line what generated the

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net difference of \$100 or more (e.g., Casual Pay/Temporary Lodging Allowance (TLA) Payment, Bonus Payment, etc).

(c) Audit suspicious account(s) by obtaining a current MMPA and researching the account to identify the transactions related to the increase(s). Examine the source documents related to all questionable transactions and ensure the transactions are correctly supported and processed. Indicate that all transactions have been corrected (when appropriate) and processed properly by signing and dating the roster. Retain the completed PRA review/audit for one year.

(d) Forward a copy of all quarterly PRA reviews to FINCOM FINOPS (ATTN: Military Pay Policy) NLT 10 January, 10 April, 10 July, and 10 October.

(2) Closely monitor and coordinate all prior-year tax affecting input with the DFAS-IN COO POC who can be reached at DSN 699-2253/2793. Detachments must ensure that any and all corrected W2s (W2Cs) received for a General Officer or Command Sergeant Major assigned to a General Officer are proper and correct before distributing them to the individual. All W2Cs will be issued and printed by DFAS-IN and mailed to the respective servicing finance office for distribution. Keep in mind the individual has the ability to print their own W2Cs via MyPay so ensure you do your periodic reviews of the account until the W2C has been issued to ensure it is correct – don't wait for the mailed hard-copy.

(3) All General Officers, Chief Warrant Officers 5, and Command Sergeants Major assigned to Lieutenant Generals or Generals are monitored by a special POC in COO at central site. The COO also makes all central site-level input to include the working of all CMS cases involving these personnel. If you have questions or problems with these accounts, contact the COO POC at DSN 699-2253/2793.

(4) If you have a problem with a General Officer's account, which cannot be resolved at your level or with assistance from Battalion FINOPS or FINCOM FINOPS, please ensure you immediately contact the Finance Support Office (FSO) to notify them of the situation to gain assistance. This will also enable us to keep the DFAS-IN chain of command properly informed of the incident.

(5) Notify the Battalion FINOPS/XO and FINCOM FINOPS telephonically (469-7586 or 322-1730) and via email ([aeufc-fapd@266fc.army.mil](mailto:aeufc-fapd@266fc.army.mil)) when your station identifies a General Officer account for separation/retirement. The full name, rank, SSN, and projected retirement/separation date must also be included in this notification.

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SUBJECT: High Visibility (HV) and Sensitive Account (SA) Maintenance Procedures

6. CONTACT INFORMATION: The proponent for this policy is the Chief, FINOPS, DSN 469-7586.

2 Encls

1. Sample Battalion PRA Roster
2. Sample Quarterly PRA Report Audit



RICK L. TILLOTSON  
LTC, FC  
Commanding

NAME	SSN	POSITION	PHONE#	EOM PAY	ARRIVE	DEPART
<b>NTC HQs</b>						
BG FIL, JOSEPH		CG	3261		020801	
COL FLINN, EDWARD		COS	3302	EOM	990708	
CW5 LUND, JOHN R		USAG			011007	
CW5 SIMKO, EDWARD		USAG			011119	
<b>OPS GROUP</b>						
COL MARTZ, JOSEPH		OPS GRP CDR	4278	EOM	020801	
CSM GARRETT, JONATHAN		OPS GRP			011113	
<b>11TH ACR</b>						
COL MOORE, JOSEPH		REGIMENT CDR - 11TH ACR	3320	EOM	020617	
CSM FLOOD, STEPHEN		REGIMENT CSM - 11TH ACR	4514		000804	
<b>TSC</b>						
COL WALDEN, JOSEPH L.		TSC CDR	4703	EOM	010618	
CSM AGUON, FRANK		TSC CSM	4221		990419	
<b>MEDDAC</b>						
COL WILLIAMS, CALVIN		MEDDAC CDR	3108	EOM	020618	
COL STEVENSON, REID					010701	
COL SANCHEZ, RAMON		TRICARE REP SAN DIEGO			010706	
<b>DENTAC</b>						
COL CAMPBELL, TIMOTHY		DENTAC CDR	4999		010612	
COL LUTTRELL, PAUL		DENTAC DEPUTY CDR	4999		010629	
COL LINDSAY, BYRON		DENTAC-SHUTTLEWORTH OIC	3196		000717	
COL HORTON, WILLIAM		DENTAC - PEDIODONTIST	3161		981215	
<b>MISC.</b>						
NONE						
<b>SPOUSES</b>						
CPT CONNELL, KURT		Ops Group			SPOUSE MS. CONNELL	
W1 WAITS, JOHN T. JR.		Maint Troop			SPOUSE MS. WAITS	
MSG WALTON, MICHAEL		Ops Group - Wolf Team			SPOUSE CPT WALTON	
SSG AUSTIN, RAMONA		MEDDAC			SPOUSE SGT AUSTIN	
SSG ROSALES, VICTOR		H 2/11			SPOUSE SGT ROSALES	
SPC EDWARDS, RAYDEEN J.		MMC			SPOUSE SGT EDWARDS	
<b>SOLDIERS</b>						
CPT WALTON, SUSAN M.						
SFC ROSADO, JOHN A.						
SGT AUTSIN, MARCUS						
SGT ROSALES, SANDRA A.						
SGT EDWARDS, LEONORA						
SPC FREEMAN, JADA C.						
SPC MARTIN, KAREN S.						
SPC WOODS, DONALD F II						
PFC FONSECA, DIMAS						
PFC HAWKINS, JOHNATHAN H.						
<b>*NOTE: Soldiers in bold are on UIC FIN49016</b>						

**Enclosure 1: Sample Battalion PRA Roster**

DATE: 23 DEC 03

PCN: UH0990362  
DSSN 557700

PRA LISTING

NAME	SSN	MONTH 3 OF QUARTER		MONTH 2 OF QUARTER		MONTH 1 OF QUARTER		NET CHANGE	
		ENTITLEMENT	LV ERNED	ENTITLEMENT	LV ERND	ENTITLEMENT	LV ERND	MO 3/MO 2	MO 2/MO 1
WALTO	XXX-XX-XXXX	\$ 2,138.55	2.5	\$ 2,595.30	2.5	\$ 2,145.08	2.5	\$ (456.75)	\$ 450.22
SPIND	XXX-XX-XXXX	\$ 7,571.78	2.5	\$ 7,534.30	2.5	\$ 7,704.35	2.5	\$ 37.48	\$ (170.05)
GROOM	XXX-XX-XXXX	\$ 2,300.32	2.5	\$ 2,280.19	2.5	\$ 4,859.22	2.5	\$ 20.13	\$ (2,579.03)

PERSONAL DATA - PRIVACY ACT OF 1974 (5USC 552a)

## Enclosure 2: Sample Quarterly PRA Report Audit



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COMMAND TECHNICAL MEMORANDUM #3

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR All Deputies, Cashiers, Agents and Guards for the 39<sup>th</sup> Finance Battalion

SUBJECT: Security of Cash and the Use of Deadly Force

1. REFERENCE: AR 190-14, dated 12 March 1993.
2. PURPOSE: To provide guidance on the security measures to be used when transporting cash and the use of deadly force.
3. APPLICABILITY: All Soldiers and civilians entrusted with funds of the 39<sup>th</sup> Finance Battalion.
4. GENERAL: Security may be in the form of a military police escort or unit security escort acting as an armed guard. Always attempt to acquire a military police escort whenever possible. Military police are trained on how to act when confronted with an assailant, and they know the proper actions to take prior to using deadly force. There are times when a military police escort is not available, so it is important that Soldiers serving as guards understand when the use of deadly force is appropriate. Without exception, before serving as an armed guard, each Soldier must read this policy memorandum and indicate his/her understanding of its contents by signing the certification on the reverse.
5. RESPONSIBILITIES:
  - a. Detachment commanders will:
    - (1) Ensure that an armed guard is used whenever currency in excess of \$5,000.00 is transported.
    - (2) Ensure that each guard is thoroughly briefed on the contents of this memorandum, and signifies his/her understanding of its contents by signing the attached statement of understanding. **Detachment commanders and sergeants are responsible for escorts knowing how to perform their escort duties and knowing what actions to take prior to using deadly force.**

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SUBJECT: Security of Cash and the Use of Deadly Force

(3) Ensure that funds are transported only in a military vehicle.

(4) Ensure that armed guards are currently qualified on the weapon (9mm or M16) they will use when performing their duties.

(5) Ensure that all guards have emergency contact numbers in the case of an incident.

b. Deputies, cashiers, and agents will:

(1) Ensure that proper coordination is made to receive, transport, and secure funds from the finance office. Again, attempt to secure a military police escort if possible.

(2) Ensure each unit guard has read and understands the instructions on this memorandum.

(3) Maintain the signed statement of understanding on file within the respective detachment disbursing office.

(4) Ensure that the procedures outlined in this memorandum are not violated, and that, most importantly, no life is put at risk for any amount of money.

c. Guards will comply with the following instructions when performing their duties:

(1) When armed with the standard 9mm Pistol, guards are required to use the lanyard and possess two magazines, 10 rounds each. The weapon will be carried in the standard issue holster attached to the web belt. In addition to the holster, the web belt will have a first aid pouch, one magazine pouch, and a pistol lanyard attached to the belt. The web belt with holster will be worn on the outside of all clothing at all times. After the agent receives funds, the guard, in the presence of an NCO or agent, will place the weapons on safe, place one magazine with 10 rounds into weapon (**do not chamber a round**), attach the lanyard to the weapon, and holster the weapon fastening the holster cover.

(2) When armed with the M-16 Rifle, the weapon will be carried on the guard's shoulder (sling arms) during the movement to the finance office. Once funds are in the possession of the deputy, cashier or agent, the guard will place weapon at port arms. In the presence of an NCO or agent, the guard will place the weapon on safe and place one 10 round magazine into the weapon (**do not chamber a round**).

(3) When operating a vehicle, the guard may also perform duties as the driver. When performing duties as the driver and guard and approached by any person while the vehicle is in operation, stop the vehicle in a safe place, turn off the engine and dismount to talk to the person. When another person is performing the duties of driver,

and approached by any person, the guard will dismount the vehicle to talk to the person. At no time will the guard allow anyone to approach the vehicle while being seated.

(4) The guard will remain with the deputy, cashier or agent at all times. The guard should remain on the right side, slightly to the rear of the deputy, cashier or agent. The money should be carried between the deputy, cashier or agent and the guard. If carrying the M-16 Rifle, the guard will modify the position so the weapon is pointing away from the agent. When making payments, ensure that individuals keep at least five feet away from the deputy, cashier or agent. Control the line of customers and allow only one customer at a time to come forward to the agent for payment.

(5) In the event of an armed robbery against the deputy, cashier or agent, do not risk your or your agent's life. Render all currency to the assailant and get a good description of the assailant's physical features. Immediately notify the military police once it is safe to do so.

(6) Rules for use of force: In most situations, your physical presence is a sufficient deterrent to prevent any attempts against the deputy, cashier or agent.

(a) Should it be necessary to use force, the following amount of force will be used in the order specified. Remember that deadly force will be used only as a last resort under the conditions identified below.

(b) Begin by using verbal persuasion. Order the person to halt or step away from the deputy, cashier or agent. Do not demand identification or attempt to identify the individual. This will place you in a situation in which you must make physical contact with the person.

(c) When facing an unarmed assailant and in possession of a 9mm Pistol, take the following actions: If the person approaches toward you, use your "non shooting" hand to ward off the individual. Thrust your non-firing arm forward, palm open, and with a loud voice tell the person to stop. Ensure that your weight is on your back foot in the event that the person attempts to grab your arm. Your voice command should draw the attention of the deputy, cashier or agent and others in the immediate area. The deputy, cashier or agent should verbally solicit the assistance of others to call the military police. Do not attempt to physically detain the person through physical force. This may place you and the deputy, cashier or agent at risk of injury. If the person stops, detain the person at a distance by having the person place his knees on the ground with his legs crossed behind him, with his hands and arms always visible to you.

(d) When facing an unarmed assailant and in possession of an M-16 Rifle, take the following actions: Place the weapon on your shooting arm, pointing it slightly downward away from the assailant, with rifle butt against your rib cage and your trigger finger over the top of the trigger housing area. Use your non-shooting arm to ward off

the individual. Proceed with steps provided above when using a 9mm Pistol. If the individual approaches too close, place your non-shooting arm over the rifle hand guard and your shooting arm over rifle stock; use the weapon, holding it at port arms to block and push down the assailant if necessary.

(e) Presenting a firearm may halt the actions of adversaries without having to use deadly force. Movements to remove your weapon from its holster and display your weapon are considered presentation of possible use of deadly force. You should only remove your weapon from its holster if there is a reasonable expectation that use of the weapon may be necessary. It is imperative that you understand that if you point a weapon at an intruder, you are progressing to the level where deadly force may have to be used. Never remove the pistol or place the rifle in a position that will prematurely commit you to use of deadly force.

(f) Deadly force will not be used to protect currency or cash items when its use would jeopardize the lives of the guard or any other innocent person(s). In other words, do not risk a life to protect cash or cash items.

(7) The following describes the rules for use of deadly force: Deadly force is defined as destructive physical force against a person or persons. Using deadly force as an escort guard is authorized only under the following circumstances:

(a) All other lesser means of force described above have failed or cannot reasonably be employed.

(b) For self defense, when you reasonably believe that you or your agent are in imminent danger of death or serious injury. In most cases the other person must attempt to display or actually display a weapon.

(c) An order to halt or stop has been issued and the assailant is not responding to the call, and you believe that you or your agent are in imminent danger of death or serious injury.

(d) If forced to fire, only fire with due regard for the safety of innocent bystanders.

(e) If possible, aim to disable the person prior to firing.

(f) Never fire at a vehicle or into a crowd. Do not fire any warning shots; the attacker will be too close and doing so might endanger the safety of innocent people in the immediate area.

(g) When directed by the lawful order of a superior who is governed by AR 190-14.

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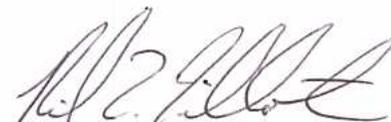
SUBJECT: Security of Cash and the Use of Deadly Force

(h) Once you have fired your weapon and the intruder is down, move to remove the attacker's weapon from his access. If you cannot do so safely, remain at a safe distance with your weapon aimed at the attacker until help arrives.

(i) Ensure that no one comes between you and the attacker. Use verbal commands to keep other persons away from the attacker until the military police arrive.

(j) The deputy, cashier or agent must ensure that no witnesses leave the area until released by the military police.

6. CONTACT INFORMATION: The proponent for this policy letter is the 39th Finance Battalion Disbursing Section, DSN 322-8171.



RICK L. TILLOTSON  
LTC, FC  
Commanding

AEUFC-FBH-CDR (37)

SUBJECT: Security of Cash and the Use of Deadly Force

**STATEMENT OF UNDERSTANDING**

I have read, understand and will adhere to the contents outlined in this policy memorandum, Security of Cash and the Use of Deadly Force, dated 14 August 2006, and understand what constitutes the use of deadly force and the actions that precede it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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COMMAND TECHNICAL POLICY #4

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR 39<sup>th</sup> Finance Battalion Soldiers and Civilian Employees

SUBJECT: Quarterly Cash Verification

1. REFERENCE: Department of Defense Financial Management Regulation (DoDFMR) 7000-14.R, Volume 5, Paragraph 0302.
2. PURPOSE: To provide instructions on the monitoring of quarterly cash verifications within the battalion.
3. APPLICABILITY: This memorandum is applicable to the Battalion Internal Control Section, the Battalion Disbursing Section, and all detachments subordinate to the 39th Finance Battalion. This policy will remain in effect until rescinded or superseded.
4. GENERAL: Quarterly cash verifications are critical to preventing fraud, waste and abuse. They provide the battalion commander a cash verification from a disinterested party outside the control of the battalion.
5. RESPONSIBILITIES:
  - a. Battalion Internal Control Section:
    - (1) Serve as the primary battalion point of contact for quarterly cash verifications throughout the battalion footprint. This includes advising and training, if necessary, all US Army Garrison (USAG) representatives tasked to conduct the quarterly verifications and answering any questions they may have. It is important the verifiers understand their duties so they can provide a quality verification of our accountability status across the battalion.
    - (2) Maintain an up-to-date point of contact listing for all USAG S3s and representatives conducting the cash counts.
    - (3) Contact the USAG S-3s with tasking authority NLT 15 days prior to the beginning of the quarter in which cash verifications will occur to ensure they schedule the upcoming quarter's verification.

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SUBJECT: Quarterly Cash Verification

(4) Verify all cash verifications throughout the battalion footprint have been conducted NLT the 2nd week of the last month of the quarter.

(5) Maintain a copy of all the cash verification reports and receive a copy of the final cash verification report from the Battalion Disbursing Section.

(6) Notify the battalion commander when the verifications are complete and if any discrepancies exist.

b. Battalion Disbursing Section:

(1) Notify the Battalion Internal Control Section if no quarterly cash count has been conducted prior to the 2<sup>nd</sup> week of the last month of the quarter.

(2) Maintain a copy of the cash verification team's final report for each of the battalion's disbursing sites.

(3) Provide the Battalion Internal Control Section a copy of the cash verification reports for all applicable locations.

c. Detachment Disbursing Agents (DAs):

(1) Notify the Battalion Disbursing Section if no quarterly verification has been conducted prior to the 1st week of the last month of the quarter.

(2) Assist the Battalion Internal Control Section in coordinating with your USAG S-3s to ensure the verification is conducted each quarter.

d. Detachment Commanders/Detachment Sergeants:

(1) Brief the cash verification team on the proper verification procedures.

(2) Ensure the team understands their responsibilities and reporting requirements, and seek guidance from the Battalion Internal Control Section if you have any questions concerning the verification procedures or reporting requirements.

6. CONTACT INFORMATION: The proponent for this policy is the Battalion Disbursing Section, DSN 322-8171.

  
RICK L. TILLOTSON  
LTC, FC  
Commanding



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COMMAND TECHNICAL POLICY #5

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR 39th Finance Battalion Soldiers and Civilian Employees

SUBJECT: Cash Collection Voucher (CCV) Monitoring

1. REFERENCE: AR 11-37, Paragraph 1-5j(7).
2. PURPOSE: To provide instructions on the monitoring of CCVs within the 39<sup>th</sup> Finance Battalion.
3. APPLICABILITY: This policy memorandum is applicable to all detachments subordinate to the 39<sup>th</sup> Finance Battalion and will remain in effect until rescinded or superseded.
4. GENERAL: The monitoring of cash collections vouchers is critical to ensuring all collections are properly prepared and accounted for in the disbursing daily business.
5. RESPONSIBILITIES:
  - a. Detachment Commanders or Detachment Sergeants (not serving as Cash Control Officer) must ensure the following:
    - (1) Maintain the key to their respective CCV box.
    - (2) Do not allow anyone else access to the CCV box.
    - (3) Empty the CCV box after close of business every Friday.
    - (4) Place all copies of the CCVs in an envelope.
    - (5) Seal the envelope and sign and date over the seal.
    - (6) Place clear scotch tape over the signature and date.
    - (7) Forward the envelope containing the CCVs to the Battalion Internal Control section.

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SUBJECT: Cash Collection Voucher (CCV) Monitoring

b. Internal Control Section:

(1) Receive the sealed envelope containing the CCVs from the detachment commander or detachment sergeant.

(2) Perform a periodic reconciliation of the CCVs with the amounts reflected on the battalion disbursing offices daily statement of accountability.

(3) Report any discrepancies to the 39th Finance Battalion Commander.

(4) Burn or shred the CCVs upon completion of reconciliation.

(5) Prepare a written report documenting the reconciliation of the CCVs.

6. CONTACT INFORMATION: The proponent for this policy is the Battalion Internal Control section at DSN 322-9003 or 469-9205.



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Commanding

AEUFC-FBH-CDR (37)

SUBJECT: Entitlement Verification Listings

(1) Generate the MPEV listings and provide a copy to the detachments.

(2) Provide the detachments with an instruction memorandum outlining the procedures that commanders need to take in order to process the listing.

(3) Retain a copy of the completed listings for one year. After one year the listings may be destroyed.

b. Detachments:

(1) Establish a method of tracking the distribution of the listings.

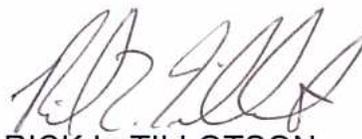
(2) Establish a mechanism of tracking the return of the distribution listings.

(3) Establish a suspense of the 10<sup>th</sup> of the month following distribution for the units to return the listings to the detachments (e.g., FSA listing distributed on 23 October 2006 would have a suspense of 10 November 2006).

(4) Forward the completed listings to the Battalion Military Pay Review Section NLT the 30<sup>th</sup> of the month in which the listing was returned to the detachments (e.g., FSA listing returned to the detachments by 10 November 2006, completed listings due to Battalion Military Pay Review section NLT 30 November 2006).

6. SIGNIFICANCE OF PERFORMING THE VERIFICATION: Verifying these entitlements are correct ensures we are paying our supported population correctly and accurately. I expect commanders to put emphasis on properly reconciling these entitlement verification listings each month.

7. CONTACT INFORMATION: The proponent for this policy is the Battalion FINOPS, DSN 469-7586.



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Commanding



REPLY TO  
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DEPARTMENT OF THE ARMY  
39<sup>th</sup> Finance Battalion  
Unit #20193  
APO AE 09165



COMMAND TECHNICAL POLICY #7

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR 39<sup>th</sup> Finance Battalion Soldiers and Civilian Employees

SUBJECT: Requests to Exceed Cash Holding Authority (CHA)

1. REFERENCES:

a. Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 5, paragraph 030105.

b. FINCOM Policy Memorandum #6, Semi-Annual Request for Authority to Hold Cash at Personal Risk.

2. PURPOSE: To provide guidance pertaining to requests to exceed cash holding authority.

3. APPLICABILITY: This memorandum is applicable to all detachments subordinate to the 39<sup>th</sup> Finance Battalion and will remain in effect until rescinded or superseded.

4. GENERAL: Good cash management is essential to our day-to-day operations. It is imperative every effort be made to keep your cash level at or below the cash holding authority. Realizing that under special circumstances there is a need to exceed cash holding authority (e.g., Local Military Banking Facility closed over long weekend), the following policy applies.

5. RESPONSIBILITIES:

a. Disbursing Agents:

(1) Request permission to exceed the cash holding authority (CHA) by first notifying the Battalion Disbursing Officer. Short notice requests will be made telephonically to DSN 322-8171 and followed up with a written request.

(2) Attach a copy of the approval with the day's business that is sent to the Battalion Disbursing Section.

AEUFC-FBH-CDR (37)

SUBJECT: Requests to Exceed Cash Holding Authority (CHA)

b. Battalion Disbursing Officer:

(1) Determine if the request exceeds the overall battalion CHA.

(2) If it does, submit a request via e-mail to the FINCOM Chief, Disbursing IAW the FINCOM policy.

(3) If it does not, send an email approving the temporary increase with the new amount and the date it will expire.

(4) Maintain a copy of the approval on file and have available for review during Operational Review visits.

6. CONTACT INFORMATION: The proponent for this policy is the 39th Finance Battalion Disbursing Section, DSN 322-8171.



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REPLY TO  
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APO AE 09165



COMMAND TECHNICAL POLICY #8

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR 39<sup>th</sup> Finance Battalion Soldiers and Civilian Employees

SUBJECT: Cashier Appointment Training

1. REFERENCES:

- a. Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 5.
- b. Battalion Disbursing Standing Operating Procedures (SOP).

2. PURPOSE: To standardize cashier training standards across the battalion.

3. APPLICABILITY: This memorandum is applicable to all detachments subordinate to the 39<sup>th</sup> Finance Battalion and will remain in effect until rescinded or superseded.

4. GENERAL: All cashiers must be properly trained and appointed to perform their duties as a cashier.

5. RESPONSIBILITIES:

a. Detachment:

- (1) Send new cashier appointment requests to Battalion Disbursing prior to the commencement of training.
- (2) During training initiate a background investigation.
- (3) Train all cashiers using the checklist at enclosure 1.

(a) A new cashier will have a minimum of 40 hours of instruction by a trained cashier. The trained cashier will use this checklist as his/her guide to train the new cashier. The new cashier must have another 40 hours of supervised training before being allowed to cashier on his/her own.

AEUFC-FBH-CDR (37)  
SUBJECT: Cashier Appointment Training

(b) Both the trainer and trainee will sign the checklist at the completion of the training.

(4) Upon completion of the training, forward the completed background investigation along with the checklist to the Battalion Disbursing Section.

(5) Request written termination when the employee or Soldier completes duties as cashier.

b. Battalion Disbursing:

(1) Prepare interim orders for the cashier upon receipt of the appointment request from the detachment.

(2) Sign the cashier's training checklist.

(3) Issue permanent cashier orders upon receipt of the cashier's training checklist.

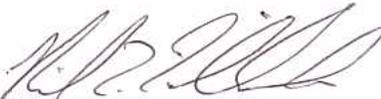
(4) Send the order to the Battalion Commander for signature.

(5) Send a copy of the completed orders to the detachment for its records and keep the original on file in the Battalion Disbursing office until 6 months after the effective date of termination.

(6) Prepare termination orders upon receipt of the request from the detachments.

6. CONTACT INFORMATION: The proponent for this policy is the Battalion Disbursing Section, DSN 322-8171.

Encl  
Cashier Training Checklist

  
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Commanding



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**39<sup>TH</sup> Finance Battalion**  
**Unit #20193**  
**APO AE 09165**



**CASHIER TRAINING CHECKLIST**

<b>Area to be Trained</b>	<b>Trainer Initials</b>	<b>Trainee Initials</b>
Discuss SOPs, Policies and Regulations	_____	_____
Cashier Operations	_____	_____
Cash Handling Procedures	_____	_____
Check Cashing Policy	_____	_____
Foreign Currency Conversions (DD Form 2664)	_____	_____
Cash Collection Procedures	_____	_____
Misc. Payments (travel, claims, lodging, etc.)	_____	_____
Casual Payments/ Advance Payments	_____	_____
Cash Advances/ Returns	_____	_____
DA 706 Cards	_____	_____
Foreign Currency Gain or Loss Procedures	_____	_____
Bad Check List Procedures	_____	_____
Overage/ Shortage Procedures	_____	_____
Cashier Balancing Procedures	_____	_____
Deployable Disbursing System functions	_____	_____

Local Background Check: \_\_\_\_\_ DATE: \_\_\_\_\_ (attach to checklist)

Trainer Typed/Printed: \_\_\_\_\_

Signature: \_\_\_\_\_ SSN: \_\_\_\_\_

Trainee Typed/Printed: \_\_\_\_\_

Signature: \_\_\_\_\_ SSN: \_\_\_\_\_

Disbursing Agent Signature: \_\_\_\_\_

Detachment Commander Signature: \_\_\_\_\_